

In case of emergency, call 9-1-1

Emergency & Disaster Response

Human Centered Design & Engineering

Physical Address: 3960 Benton Lane NE 428 Sieg Building Seattle, WA 98195
Nearest Cross Street: Stevens Way & Benton Lane
Main Office Phone: (206) 543-2567
UWPD Non-Emergency: (206) 685-UWPD (8973)

EMERGENCY FLIP CHART

Fire or Fire Alarm

When YOU smell or see smoke or fire, or hear someone yell “FIRE”

Pull fire alarm. Fire alarm will automatically notify emergency responders.

RESPONSE TO ALARM

- Tell any building occupants: “We need to evacuate.”
- Take any small personal items that can be quickly grabbed and/or emergency bag.
- Use primary evacuation route unless otherwise directed.
- Turn out lights and close classroom, office, or lab doors when leaving.
- Proceed to the HUB lawn.
- Evacuation wardens: Go door-to-door to ensure everyone has evacuated and check in with Evacuation Director.

FIRE OR FIRE ALARM

➔ Evacuation



RESPONSE TO ALARM/INTERCOM

- Tell any building occupants you see: “We need to evacuate.”
- Take any small personal items that can be quickly grabbed and/or emergency bag.
- Use primary evacuation route unless otherwise directed.
- Turn out lights and close classroom, office, or lab doors when leaving.
- Proceed to the HUB lawn.
- Evacuation Wardens: Go door-to-door to ensure everyone has evacuated as assigned and check in with Evacuation Director.

PREPAREDNESS

- *Evacuation warden may instruct to avoid certain areas when evacuating.*
- *Know primary evacuation route.*
- *Know alternate route(s).*
- *Be aware of physically impaired occupants in your classroom.*

EVACUATION



Medical Emergency

RESPONSE

- Call 9-1-1 (if needed) and let dispatcher know you are on UW Seattle campus.
- Administer First Aid or CPR if indicated.
- Notify Department Chair, Supervisor, and Building Coordinator.
- Stay with affected individual(s).
- Send someone to meet Emergency Responders when they arrive.
- All accidents and injuries should be reported at oars.ehs.uw.edu.

PREPAREDNESS

- *Remember if you call 9-1-1 on a cell phone – prepare to give your location:*
 - **Dept. Address:** 3960 Benton Lane NE 428 Sieg Building Seattle, WA 98195
 - **Dept. Phone:** (206) 543-2567
- *Know where the Automated External Defibrillators (AEDs) are located:*
 - HUB Information Desk, HUB Games Area, Guggenheim Hall Second Floor
- *Remember to always:*
 - Check situation for any added dangers.
 - First visually assess affected individual(s) condition.
 - Avoid exposure to body fluids.
 - Avoid moving affected individual(s), unless conditions mandate it.

MEDICAL EMERGENCY

Power Outage

RESPONSE

- Remain calm; provide assistance to others if necessary
- Turn off and unplug computers and other electronic equipment
- Move cautiously to a lighted area. Exits may have lighted signs if emergency power is operating. Avoid elevators even if emergency power is operating.
- If experiencing severe weather during an outage go to the lowest floor possible, find an interior room, stay in the center of the room until it is safe to leave the area.
- For information about prolonged regional outages, tune to radio stations KIRO 710AM, KIRO 97.3 FM, or call 206-897-INFO (4636)

POWER OUTAGE

Shelter-in-Place

Shelter-in-Place occurs if/when we need to be protected from airborne contaminants.

RESPONSE when told to “Shelter-in-Place”

- Get students, staff, and visitors indoors.
- Close and lock door(s) and window(s).
- Close shades or blinds.
- As much as possible, reduce the flow of air into the room.
- Remain in the room until Emergency Responders announce it is safe to open doors.
- Prepare to evacuate if directed by Emergency Responders.

RESPONSE once the word has been given that “All is Safe”

- If needed, the alarm will sound for evacuation.
- Follow any special instructions given by Emergency Responders to avoid chemical and radiological contaminants.

SHELTER-IN-PLACE

Suspicious Object / Bomb Threat

RESPONSE if YOU discover a suspicious object

- Call 9-1-1, indicating that suspicious object has been found.
- Notify Department Chair / Building Coordinator / Main Office.
- Do not touch or disturb the object in any way!
- Try to create distance between yourself and the object. Keep others away as well.
- Be prepared to evacuate. Emergency responders will handle the object.

RESPONSE if YOUR CLASS is told to evacuate

- Refer to “Evacuation” page in this Emergency Flip Chart.
- Personal belongings should be left in the building.
- Take emergency backpack only if it is not the suspected device.

RESPONSE if you receive a bomb threat by telephone

- Prolong conversation as much as possible.
- Identify background noises.
- Note distinguishing voice characteristics.
- Ask caller to describe bomb... bomb location... when due to explode... why was device placed.
- Note time of call.
- Inform Department Chair / Building Coordinator of the threat.
- If caller implies an immediate threat **Call 9-1-1.**

SUSPICIOUS OBJECT / BOMB THREAT

Earthquake

IF INDOORS

DROP, COVER, AND HOLD onto something stable

- Drop to the ground; take cover by getting under a sturdy table, bench or desk and hold on. If there isn't a table or desk near you, cover your face and head with your arms and crouch down into a ball next to an interior wall.
- Move away from windows that may break and furniture or large objects that could fall over. Put backs toward windows or glass, cover head and eyes.
- Wait for aftershocks (which may occur after 5-6 minutes).
- Be aware that the electricity may go out and fire alarms and sprinkler systems may activate; Do not use elevators.
- Evaluate for yourself, or wait for instructions from your Building or Safety Coordinator, to determine if evacuation is necessary.
 - If the building seems largely unscathed, stay where you are.
 - If there are noticeable cracks in the wall, windows are broken, or you can smell natural gas (rotten eggs), then proceed with evacuation protocol.

IF OUTDOORS

Get in an open area away from trees, power lines, etc. DROP and COVER.

- If near a tall building, move into doorway.

Evacuation issues (should evacuation be necessary)

- *Your primary evacuation route may not be clear.*
- *Inspect exits to make sure debris is not hanging over exits.*
- *The lighting inside your building or room will probably be out—it may be DARK.*
- *Evacuate cautiously—aftershocks can collapse a weakened structure.*

EARTHQUAKE

➔ Active Threat

RUN

- Know your surroundings – have an escape route and plan in mind.
- Run immediately – leave your belongings behind.
- Evacuate regardless of whether others agree to follow.
- Once you are safe, call 9-1-1 to alert police.

HIDE

- If you can't escape, hide in an area out of the shooter's view.
- Lock the door or barricade the entry to your hiding place.
- Silence cell phones (including the vibrate mode) and remain quiet.
- Take cover behind furniture or fixtures away from doors or windows.
- Get ready to evacuate or fight if the shooter enters your hiding place.

FIGHT

- Fight as a last resort and only when your life is in imminent danger.
- Be very aggressive, yell, throw things.
- Use items around you as weapons to fight.
- Attempt to incapacitate the shooter.

In hallways or corridors: If in the hallways, get inside a room and secure it. Unless you are close to an exit, do not run through a long hallway to get to an exit as you may encounter the shooter.

In large rooms or auditoriums: If in a gym or theater area and the shooter is not present, move to and out the exits and move toward any police unit keeping your hands on your head. Do what the police tell you!

Open spaces: Stay alert and look for appropriate cover locations such as behind brick walls, large trees, retaining walls or parked vehicles. Any other object that may stop firearm ammunition penetrations may be used as cover.

➔ Sieg Building Map

KEY

--- Evacuation Route

---➔ Exit



Restroom



Fire Extinguisher

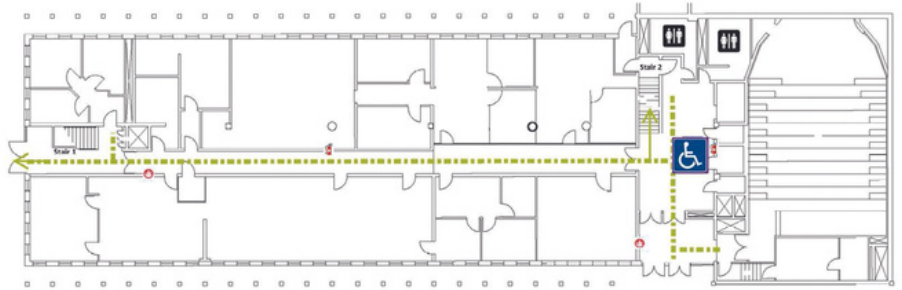


Fire Alarm

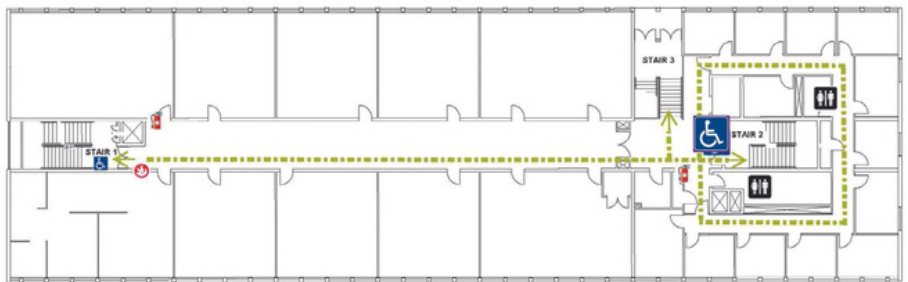


Area of Evacuation
(Primary)

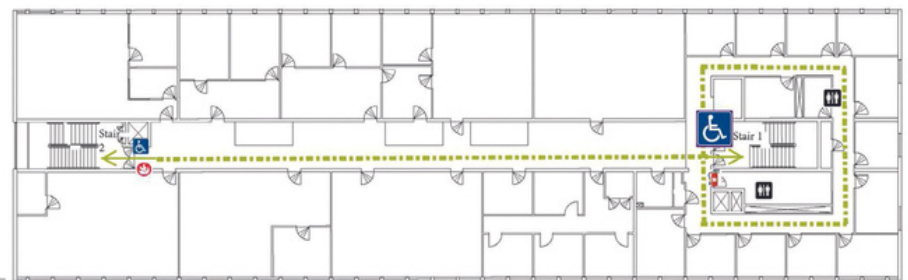
1st Floor



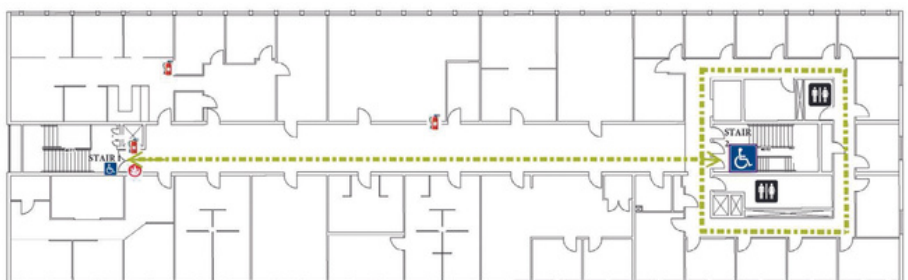
2nd Floor



3rd Floor



4th Floor



IF THERE IS AN EMERGENCY

- Sound fire alarm.
 - Assist persons with disabilities.
 - Exit the building using the nearest exit.
- DO NOT USE THE ELEVATORS.**
- Report to nearest designated outside assembly area.
 - Do not re-enter until authorized to do so.

Lockdown

LOCKDOWN - CODE YELLOW

For partial or indirect threat or hazard in school building or on campus.

Announcement via text, email, Slack, or Teams: "**CODE YELLOW: Secure building. Refer to safety card for further instructions.**"

CODE YELLOW RESPONSE

- Quickly get students and staff into the nearest room with locking doors.
- Be prepared to lock classroom doors in case we move to Code Red.
- Close blinds as able in case we move to Code Red.
- Increase situational awareness.
- Classroom/office activities continue, but do not exit buildings.
- If off-campus or away from building, do not come to building until lockdown is lifted.
- Wait for lockdown to be lifted or for emergency responders to open door.

LOCKDOWN - CODE RED

For threat or hazard INSIDE school building, including a potentially dangerous person.

Announcement via text, email, Slack, or Teams: "**CODE RED: secure all rooms. Refer to safety card for further instructions.**"

CODE RED RESPONSE

- Quickly get students and staff into the nearest room with locking doors.
- Lock all classroom, lab, office, and exterior doors; if room door does not secure, stack or push any furniture in front of the door.
- Turn lights out.
- Close classroom blinds (if you have them).
- Move yourself and students away from sight and remain silent.
- If off-campus or away from building, do not come to building until lockdown is lifted.
- Wait for lockdown to be lifted or for emergency responders to open door.

LOCKDOWN